
Re: RPT-SRPT FORM - C.F. 20-0941, 20-1008 - Project Homekey

1 message

Steven Del Haro <steven.delharo@lacity.org>

Fri, Oct 23, 2020 at 10:37 AM

To: Amalia Robles <amy.robles@lacity.org>

Cc: Benjamin Buenaventura <benjamin.buenaventura@lacity.org>, Edward Moreno <edward.moreno@lacity.org>, Sylvia Romero <sylvia.romero@lacity.org>, Claudia Castellon <claudia.castellon@lacity.org>, Meg Barclay <meg.barclay@lacity.org>, Helene Rotolo <helene.rotolo@lacity.org>, Melissa Velasco <melissa.velasco@lacity.org>

Ok great thank you Amy. I will proceed with the BGB9CON per your instruction.

Thanks,

Steven

On Fri, Oct 23, 2020 at 10:19 AM Amalia Robles <amy.robles@lacity.org> wrote:

CF201008 is now set up in the RPT-SRPT tables.

Please process BGB9CON document and attach the RPT-SRPT packet (form, CFs, motion, report, etc) to the document header of said BGB9CON.

Thank you.

Kind regards,

AMY ROBLES, CIA

Principal Accountant II

Controller, Fiscal Oversight Support Services

Tel. (213) 978-7407

<http://controller.lacity.org/>



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On Fri, Oct 23, 2020 at 10:04 AM Steven Del Haro <steven.delharo@lacity.org> wrote:

Good Morning Amalia,

Please see attached signed and updated RPT-SRPT FORM and council file and motion for C.F. 20-0941, 20-1008 - Project Homekey.

 **RPT-SRPT Request Form & CF Auth_ Project Homeke...**

On Thu, Oct 22, 2020 at 3:20 PM Amalia Robles <amy.robles@lacity.org> wrote:

Hi, Steven.

Just got off from a meeting.

1. Please obtain approval from authorized approver in FMS (CAE, GM or designee) - from CAO-submitted Authorized Signatories

I. DATE SUBMITTED: 10/22/2020

II. REQUESTING DEPARTMENT'S INFORMATION:

Dept No. & Name: 10 - City Administrative Officer

Telephone No: 213-473-7509

E-Mail Address: steven.delharo@lacity.org

Contact Person: Steven Del Haro

Request Approved

2. Please change Reporting Type from DE (no encumbrance) to AP (with encumbrance)

IV. Please fill in the appropriate values you are requesting to establish or modify , and complete information required to facilitate your further processing of BGB9CON:

A. For RPT Code: <2>

Fiscal Year: 2021

Reporting: CF200941, CF201008

Name: OPENORDER

Short Name: OPENORDER

Contact Code:

Reporting Class: 10

Contract From: 07/01/20

Contract To: 06/30/21

Description: PROJECT HOMEKEY

Reporting Category

Reporting Type: DE AP

Reporting Group M

B. For SRPT Code: <2>

Fiscal Year: 2021

Reporting: CF200941, CF201008

Sub-Reporting: 00

Name: OPENORDER

Short Name: OPENORDER

3. If Homekey Program is part of any grant, loan, or sub-recipient, please change Reporting Group from "M" to "Y".

If not, as is "M"

Thank you.

Kind regards,

AMY ROBLES, CIA

Principal Accountant II

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On Thu, Oct 22, 2020 at 1:45 PM Steven Del Haro <steven.delharo@lacity.org> wrote:

Good Afternoon Fiscal Oversight Support Services,

Please see my attached completed RPT-SRPT FORM and council file and motion for C.F. 20-0941, 20-1008 - Project Homekey.

I was not sure if you want the completed form and CF authority in one PDF doc or separately so I provided both. That being said, I also wanted to confirm with you that my form was completed correctly. Since it is not a contract, and rather a council file authority to pay various vendors I put "openorder". Also I was uncertain on the "Reporting Type" in section IV.

Please advise at your convenience.

 RPT-SRPT Request Form & CF Auth_ Project Homeke...

Thank you!

Steven Del Ha

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Steven Del Haro
Accounting Clerk
Office of the City Administrative Officer (CAO)
City Hall East - [200 N. Main St. #1500](#)
[Los Angeles, CA 90012](#)

Phone: 213-473-7509
Email: steven.delharo@lacity.org

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